



HUMAN RESOURCES DEPLOYMENT INFORMATION – RECRUITMENT INCENTIVES

Benefits may or may not be applicable and are subject to discretion of hiring authority.

Permanent Change of Station (PCS) Entitlements and Benefits

New appointees, moving from their place of actual residence at the time of appointment, may be reimbursed for a portion of their moving expenses. The entitlements provided include:

- Travel, transportation, and mileage for the appointees and their families.
- Transportation and temporary storage of household goods, normally up to 18,000 pounds.
- Per Diem for the newly appointed employee. Family members of new appointees are not entitled to an additional per diem allowance.

Recruitment Bonus

A recruitment bonus of up to 25% of the annual rate of basic pay may be offered to certain current newly appointed employees, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position.

Additional information is available at:

<http://www.cpms.osd.mil/ASSETS/291FF682D30844829D55117561DEC127/M1400575.pdf>

Relocation Bonus

A relocation bonus of up to 25% of the annual rate of basic pay may be offered to employees who must relocate to accept positions in a different commuting area provided, it has been determined in the absence of such a bonus, the position would be difficult to fill. Additional information is available at:

<http://www.cpms.osd.mil/ASSETS/291FF682D30844829D55117561DEC127/M1400575.pdf>

Student Loan Repayment

The Federal student loan repayment program authorizes agencies to repay certain types of federally insured student loans as a recruitment or retention incentive for highly qualified candidates or current employees.

Superior Qualifications Appointment

An appointment made at a rate above the minimum rate of the appropriate General Schedule grade because of the superior qualifications of the candidate or a special need of the agency for the candidate's services. These are commonly referred to as advanced in-hiring rates.

Department of Defense National Relocation Program

The Real Estate Division, Baltimore District, contracts for and administers the Department of Defense National Relocation Program (DNRP). Through this program, we provide several different services for civilian employees transferring within the United States and its possessions for the benefit of the government. Employees returning from OCONUS to a duty location different from the departure location are also eligible to participate. Since its inception in 1987, the relocation program has helped thousands of employees sell their homes through the Guaranteed Home Sale Program, rent their homes through the Property Management Program, and purchase or rent in a new town through Destination Services. The [DoD National Relocation Program Handbook](#) explains in detail the services available and the process required to obtain these services. The local commander has the authority to approve relocation services subject to availability of funds. If offered, DNRP must be authorized on the initial PCS order. DNRP cannot be authorized by amendment to the basic PCS order.

NSPS Flexibility and Reassignments

NSPS provides flexibility to managers in setting pay, etc. NSPS also allows for reassignments which occur when you move, voluntarily or involuntarily, to a different position or set of duties within your pay band or to a position in a comparable pay band. A reassignment may result in a pay increase of up to 5 percent. This increase is discretionary and must be administered fairly and within Component guidelines. Additional information is available at: <http://www.cpms.osd.mil/nsps/faqs.html>

Telework Programs

The terms "telework," "telecommuting," "flexible workplace," "remote work," "virtual work," and "mobile work" are all used to refer to work done outside of the traditional on-site work environment. These terms are defined in different ways and used in different contexts to refer to anything from jobs that are completely virtual or mobile, to arrangements that enable employees to work from home a few days per week or per month. Additional information available at: <http://www.telework.gov/>

Flexible Work Schedules

An agency may implement for its employees an alternative work schedule (AWS) instead of traditional fixed work schedules (e.g., 8 hours per day, 40 hours per week). Within rules established by the agency, AWS can enable employees to have work schedules that help the employee balance work and family or personal responsibilities. There are two categories of AWS: flexible work schedules (FWS) and compressed work schedules (CWS). More information is available at:
<http://www.opm.gov/oca/WORKSCH/html/awsfws.asp>